

HR Questions:

1. What is the NTG FTE Cap for your Agency?

The Department of Justice (DoJ) FTE staffing cap is 1344.

2. At Pay day 20, 28 March 2012, what is the current FTE staffing of the department, by level?

The current FTE staffing has been interpreted to mean the average FTE staffing for the quarter by designation.

Designation	Staffing FTE Average as at Pay 20, 28 March 2012
Administrative Officer 1	0.26
Administrative Officer 2	56.21
Administrative Officer 2 96%	0.1
Administrative Officer 2 Rostered	0.14
Administrative Officer 3	131.2
Administrative Officer 3 Rostered	27.33
Administrative Officer 4	147.76
Administrative Officer 4 Rostered	5.62
Administrative Officer 5	84.85
Administrative Officer 5 Rostered	3
Administrative Officer 6	109.93
Administrative Officer 7	67.13
Senior Administrative Officer 1	44.58
Senior Administrative Officer 2	28.67
Home Detention Officer	2.72
Chief Justice	1
Chief Magistrate	1.14
Coroner	1
Deputy Chief Magistrate	0.86
Judge	5.14
Magistrate	11.55
Master of the Supreme Court	1
Solicitor General	1
Director of Public Prosecutions	1
Professional Officer 1	9.78
Professional Officer 2	29.52
Professional Officer 3	31.33
Senior Professional Officer 1	18.17
Senior Professional Officer 2	22.95
Head Lecturer Prison Education 3	1.66
Lecturer Prison Education	10.26
Chief Industries Officer	15.26
Chief Prison Officer	28.2
Superintendent	0.14
Deputy Superintendent	5.57
Prison Officer First Class	75.44
Prison Officer in Training	64.38
Prison Officer	177.13
Senior Industries Officer	13.65
Senior Prison Officer	46.36
Executive Officer 1 Contract	50.92
Executive Officer 2	4.25
Executive Officer 2 Contract	19.07
Executive Officer 3	0.14
Executive Officer 3 Contract	9.57
Executive Officer 4 Contract	2
Executive Officer 6 Contract	1
Technical Officer 4	10.23
Technical Officer 5	2.84
Technical Officer 6	3
NTPS Adult Apprenticeship AQF3 LEVEL A	0.43
NTPS Apprenticeship AQF3 LEVEL A	2.88
Indigenous Cadetship Support	0
Total	1,389.32

3. Is this figure in line with the NTG FTE Cap? If not please explain.

No. As at 28 March 2012 DoJ was over the quarterly average staffing FTE cap by 45.32 FTE or 3.3%. DoJ has requested an increase to the approved FTE cap to align with the increase in funded FTE for increased prisoner numbers and social reform initiatives.

4. At Pay day 20, 28 March 2012, how many funded permanent positions are there in your department?

As at pay day 20, 28 March 2012, DoJ has 1450 funded FTE.

5. **At Pay day 20, 28 March 2012, how many of these positions were nominally filled and how many were filled by persons acting in positions or are temporary appointments?**

707 DoJ employees held nominal positions, 342 employees filled acting positions and 431 were temporary appointments.

It should be noted that it is possible to have more people than FTE due to flexible work arrangements and absent officers on paid leave.

Designation	Nominal Positions	Acting Positions
Administrative Officer 2	12	4
Administrative Officer 3	60	12
Administrative Officer 3 - RDO	14	2
Administrative Officer 4	64	52
Administrative Officer 4 - RDO	3	3
Administrative Officer 5	47	29
Administrative Officer 5 - RDO	2	2
Administrative Officer 6	67	46
Administrative Officer 7	26	32
Senior Administrative Officer 1	21	18
Senior Administrative Officer 2	14	17
Chief Justice	1	0
Chief Magistrate	1	0
Coroner	1	0
Deputy Chief Magistrate	0	1
Judge	4	1
Magistrate	6	4
Master Of The Supreme Court	1	0
Solicitor General	0	1
Professional 1	2	0
Professional 2	3	6
Professional 3	17	7
Senior Professional Officer 1	7	4
Senior Professional Officer 2	4	7
Lecturer Prisoner Education	8	0
Head Lecturer Prison Education 3	1	1
Chief Industries Officer	11	8
Chief Prison Officer	21	7
Superintendent - Prisons	0	1
Deputy Superintendent	2	3
Prison Officer 1st Class	82	3
Prison Officer In Training - RDO	1	2
Prison Officer	154	27
Senior Industries Officer	8	7
Senior Prison Officer	27	31
Executive Officer 2	1	3
Executive Officer 3	0	1
Technical 4	9	0
Technical 5	2	0
Technical 6	3	0
Total	707	342

- 6. In the period 01 July 2011 to 31 March 2012, what was the turnover rate of staff in the Agency?**

The rate of turnover of staff in DoJ from 01 July 2011 to 31 March 2012 was 25.86% which includes movements of staff between government departments.

- 7. What is the rate per level?**

A breakdown by classification is not a valid calculation of staff turnover in DoJ.

- 8. At Pay day 20, 28 March 2012, how many funded positions are vacant in the Agency?**

As at pay day 20, 28 March 2012, 38.62 funded FTE were vacant.

- 9. How long, in total days, have funded positions been vacant since 01 July 2011?**

This data is not captured by DoJ and reporting data is not available from the Department of Business and Employment. DoJ only captures data once a decision is made to advertise a position.

- 10. At Pay day 20, 28 March 2012, how many staff are currently employed on a temporary contract?**

As at pay day 20, 28 March 2012, there were 431 employees within DoJ on temporary contracts including, executive contracts, apprentices and graduates.

11. In the period 01 July 2011 to 31 March 2012, how many temporary contracts have been extended, broken down by level and the number of times extended?

In the period 1 July 2011 to 31 March 2012 a total of 318 temporary contracts were extended within DoJ. This data includes employees who have applied and been selected for different temporary employment contracts across the NTPS (accounting for staff movement) and/or extensions against the same position within DoJ.

Contract Extensions										
Designation	1	2	3	4	5	6	7	8	9	Total
Administrative Officer 2	39	21	7	1	3	-	-	-	1	72
Administrative Officer 3	73	27	6	1	2	-	-	-	-	109
Administrative Officer 4	25	9	1	1	1	-	-	-	-	37
Administrative Officer 5	11	4	2	1	-	-	-	-	-	18
Administrative Officer 6	7	2	-	-	-	-	-	-	-	9
Administrative Officer 7	7	4	-	-	-	-	-	-	-	11
Senior Administrative Officer 1	3	2	-	-	-	-	-	-	-	5
Home Detention Officer	2	-	-	-	-	-	-	-	-	2
Professional Officer 1	3	1	-	-	-	-	-	-	-	4
Professional Officer 2	14	1	1	-	-	-	-	-	-	16
Professional Officer 3	7	1	-	-	-	-	-	-	-	8
Senior Professional Officer 1	6	-	-	-	-	-	-	-	-	6
Senior Professional Officer 2	5	-	-	-	-	-	-	-	-	5
Lecturer Prison Education	3	1	-	-	-	-	-	-	-	4
Chief Industries Officer	1	-	-	-	-	-	-	-	-	1
Prison Officer	4	-	-	-	-	-	-	-	-	4
Prison Officer in Training	6	1	-	-	-	-	-	-	-	7
Total	216	74	17	4	6	-	-	-	1	318

12. In the period 01 July 2011 to 31 March 2012, how many positions have been advertised by “expression of interest”?

For the period 1 July 2011 to 28 March 2012 there have been 211 positions advertised by “expression of interest”.

13. At 31 March 2012, in relation to all vacant positions, what is the breakdown of recruitment actions by:

Selection processes commenced

- As at 31 March 2012, 76 recruitment actions had commenced.

Selection processes (including position advertising) not commenced

- DoJ does not record recruitment actions until the decision is made to advertise a position.

14. In the period 01 July 2011 to 31 March 2012, per position level, what is the average length of time taken for recruitment from advertising to successful applicant?

For the period 1 July 2011 to 31 March 2012 the average length of time taken for recruitment, by position level, from advertising to publication of successful applicant is 46.17 days. Data includes direct appointments under section 30(1)(b) of the *Public Sector Employment and Management Act (PSEMA)*, accounting for the lower figures in the table.

Designation	Average Days
Administrative Officer 2*	1.00
Administrative Officer 3	38.57
Administrative Officer 4	40.85
Administrative Officer 5	74.50
Administrative Officer 6	40.81
Administrative Officer 7	61.00
Senior Administrative Officer 1	76.00
Senior Administrative Officer 2	28.00
Professional Officer 1	26.00
Professional Officer 2	41.00
Professional Officer 3	59.33
Senior Professional Officer 1	57.25
Senior Professional Officer 1, Senior Professional Officer 2**	66.00
Senior Professional Officer 2	73.50
Lectuer Prison Education	106.00
Chief Industries Officer*	2.00
Prison Officer	41.00
Senior Industries Officer	96.00
Senior Prison Officer	71.00
Executive Contract Officer 1	51.00
Executive Contract Officer 1, Senior Professional Officer 2**	63.50
Technical Officer 4	41.00
DoJ Average	46.17

* Direct appointments under Section 30(1)(b) of PSEMA

** Positions advertised under multi-designation subject to skills and experience

15. In the period 01 July 2011 to 31 March 2012, what is the number of positions that have been filled by the recruitment of an existing public servant, and how many from the general public?

The number of positions that have been filled by the recruitment of an existing public servant is not known. Of the 541 recruitment actions completed by DoJ:

- 86 positions were filled by self identified public servants; and
- 455 positions were filled by the general public or public servants who did not voluntarily declare their status.

16. In the period 01 July 2011 to 31 March 2012, how many positions have been reclassified in the department? What are the levels of those positions?

In the period 1 July 2011 to 31 March 2012, a total of 33 positions have been reclassified through the Job Evaluation System (JES) between 1 July 2011 and 31 March 2012.

Level of Position Post Job Evaluation	Reclassified Positions
Administrative Officer 3	2
Administrative Officer 4	2
Administrative Officer 5	15
Administrative Officer 6	2
Administrative Officer 7	1
Senior Administrative Officer 1	1
Senior Administrative Officer 2	1
Executive Officer 3 Contract	1
Professional 2	1
Professional 3	2
Senior Professional 1	2
Senior Professional 2	3
Total	33

17. At Pay day 20, 28 March 2012, how many permanent supernumerary unattached employees do you have in your agency? What levels are they?

As at pay day 20, 28 March 2012, DoJ had 16 permanent supernumerary unattached employees.

Permanent Supernumerary unattached employees and current levels	
Designation	Number of Employees
Administrative Officer 2	1
Administrative Officer 3	1
Administrative Officer 4	5
Administrative Officer 5	1
Administrative Officer 6	3
Administrative Officer 7	1
Senior Administrative Officer 1	1
Professional 1	1
Professional 2	2
Total	16

18. In the period 01 July 2011 to 31 March 2012, how many unattached employees have successfully gained nominal positions within the Agency or gained employment in another Agency?

In the period 1 July 2011 to 31 March 2012 four unattached employees have been successfully placed in nominal positions.

19. In the period 01 July 2011 to 31 March 2012, how many unattached employees resigned?

In the period 1 July 2011 to 31 March 2012 seven unattached employees resigned and one unattached employee retired.

20. At Pay day 20, 28 March 2012, what is the average length of stay of staff in the department? Please break this down by position level.

Where the information requested would place in the public domain details attributable to an individual and therefore breach their privacy, the information has not been provided at the individual level. In the interests of transparency, collated information for this group of positions is provided.

	A	B
1	Designation	Average Length of Service in DoJ in Years
2	Administrative Officer 2	1.23
3	Administrative Officer 3	2.00
4	Administrative Officer 3 Rostered	1.42
5	Administrative Officer 4	3.46
6	Administrative Officer 4 Rostered	5.26
7	Administrative Officer 5	4.20
8	Administrative Officer 5 Rostered	13.83
9	Administrative Officer 6	4.46
10	Administrative Officer 7	3.90
11	Senior Administrative Officer 1	4.56
12	Senior Administrative Officer 2	6.09
13	Judges	4.48
14	Magistrate	7.10
15	Professional Officer 1	0.99
16	Professional Officer 2	2.69
17	Professional Officer 3	2.58
18	Senior Professional Officer 1	2.91
19	Senior Professional Officer 2	5.76
20	Lecturer Prison Education	3.94
21	Chief Industries Officer	14.62
22	Chief Prison Officer	18.43
23	Deputy Superintendent	19.30
24	Prison Officer First Class	9.78
25	Prison Officer in Training	0.41
26	Prison Officer Rostered	3.32
27	Senior Industries Officer	8.96
28	Senior Prison Officer	11.61
29	Executive Officer 1 Contract	4.69
30	Executive Officer 2	5.12
31	Executive Officer 2 Contract	3.58
32	Executive Officer 3 Contract	5.41
33	Technical Officer 4	3.36
34	Technical Officer 5	4.12
35	Technical Officer 6	7.75
36	Positions Grouped	
37	Administrative Officer 1, NTPS Apprentice AQ3SA, Chief Justice, Chief Magistrate, Coroner, Deputy Chief Magistrate, Director Public Prosecutions, Executive Officer 3, Executive Officer 4 - Contract, Executive Officer 6 - Contract, Head Lecturer Prison Education 3, Master Of The Supreme, Solicitor General, Superintendent,	5.94
38	Total Department Average	5.92

Note: Grouped positions are averaged and the figure does not represent the actual length of stay per designation.

- 21. In the period 01 July 2011 to 31 March 2012, how much has been spent to date on advertising employee positions, and can you provide a breakdown of these costs?**

In the period 1 July 2011 to 31 March 2012, the total spend on advertising employee positions was \$207,364.34:

- \$49,922.16 for Government Block advertising; and
- \$157,442.18 for targeted large recruitment campaigns.

- 22. In relation to Apprentices and Graduates, who commenced during the 2011 calendar year:**

How many graduates started with the department;

Four graduates commenced with DoJ during the reporting period.

How many have completed the year;

In 2011 the four graduates completed the year, however they are continuing as the graduate program for these graduates is two years. No apprentices completed the year in 2011.

How many how (sic) won nominal positions;

None. All 2011 graduates continued in the program for a further 12 months. The apprentice did not complete their apprenticeship and left their employment with the Northern Territory Government (NTG).

How many have left the NTG; and

One apprentice who commenced in February 2011 did not complete their apprenticeship and has left the NTG. No graduates left DoJ in the reporting period.

What was the length of time each stayed within the NTG before leaving?

One apprentice completed five months of their apprenticeship before leaving the NTG.

- 23. At Pay day 20, 28 March 2012, In relation to Indigenous Employees:**

(a) How many employees do you have in your department that recognise themselves as indigenous?

There are 102 employees within DoJ that self identified as Indigenous as at pay day 20, 28 March 2012.

(b) What are the levels of their positions held; and

(c) How many at each level?

Level	No of Self Identified Indigenous Employees at each level as at 28 March 2012
Administrative Officer 2	3
Administrative Officer 3	11
Administrative Officer 3 Rostered	4
Administrative Officer 4	12
Administrative Officer 4 Rostered	1
Administrative Officer 5	8
Administrative Officer 6	10
Administrative Officer 7	5
Senior Administrative Officer 1	1
Senior Administrative Officer 2	1
Senior Professional Officer 1	2
Professional Officer 2	4
Chief Industries Officer	1
Chief Prison Officer	2
Prison Officer First Class	9
Prison Officer In Training	8
Prison Officer	12
Senior Prison Officer	5
Executive Officer 2 Contract	1
Technical Officer 4	1
NTPS Apprentice	1
Total	102

(d) How many are tenured and at what level?

Nil. Indigenous employees in the Department are either permanent or temporary.

(e) How many are temporary and at what levels?

28 self identified Indigenous employees are on temporary contracts.

Designation	No of Employees at level
Administrative Officer 2	2
Administrative Officer 3	5
Administrative Officer 3 Rostered	1
Administrative Officer 4	2
Administrative Officer 5	1
Administrative Officer 6	1
Administrative Officer 7	1
Senior Administrative Officer 1	1
Senior Professional Officer 1	1
Professional Officer 2	2
Prison Officer In Training	8
Executive Officer 2 Contract	1
Technical Officer 4	1
NTPS Apprentice	1
Total	28

(f) How many are acting up in positions and at what level?

Designation	Indigenous Staff on H.D.A. as at 31 March 2012
Administrative Officer 2	1
Administrative Officer 3	1
Administrative Officer 4	4
Administrative Officer 5	1
Administrative Officer 6	1
Administrative Officer 7	4
Professional Officer 2	1
Senior Prison Officer	1
Total	14

(g) How many are still employed as at 31 December 2011?

Of the 25 self identified Indigenous employees who commenced during the 2011 calendar year, 16 were still employed at 31 December 2011.

(h) How many have left the NTG?

Nine self identified Indigenous employees who commenced during the 2011 calendar year ceased during the reporting period.

24. In relation to NTPS staff as at 31 March 2012:

(a) What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave?

The total amount of leave (Long Service leave and Recreation leave), and the financial value of that leave, in relation to all employees in DoJ as at 31 March 2012 is detailed below. Where an individual employee could be identified information has been grouped to preserve privacy and has been averaged so it does not represent the actual accrual per designation.

	A	B	C
1	Designation	Accrued Long Service Leave (Months)	Accrued Recreation Leave (Days)
2	Administrative Officer 2	25.15	630.87
3	Administrative Officer 3	95.89	2,547.92
4	Administrative Officer 3 Rostered	13.21	493.45
5	Administrative Officer 4	229.97	4,993.30
6	Administrative Officer 4 Rostered	6.52	249.21
7	Administrative Officer 5	148.43	3,280.35
8	Administrative Officer 5 Rostered	11.37	209.10
9	Administrative Officer 6	236.69	4,639.96
10	Administrative Officer 7	133.80	2,522.30
11	Senior Administrative Officer 1	105.48	1,630.65
12	Senior Administrative Officer 2	72.25	1,396.38
13	Judge	13.96	0.00
14	Magistrates	27.49	359.21
15	Professional 1	2.56	56.97
16	Professional 2	31.62	801.91
17	Professional 3	43.93	885.74
18	Senior Professional Officer 1	32.58	715.52
19	Senior Professional Officer 2	50.16	902.77
20	Lecturer Prison Education	12.75	345.83
21	Chief Industries Officer	71.16	1,786.30
22	Chief Prison Officer	94.56	2,188.40
23	Deputy Superintendent	24.12	410.40
24	Prison Officer First Class	232.45	5,902.18
25	Prison Officer In Training	8.49	573.09
26	Prison Officer Rostered	195.95	8,632.07
27	Senior Industries Officer	36.93	1,055.91
28	Senior Prison Officer	186.49	4,458.89
29	Executive Officer 1 Contract	103.35	1,121.77
30	Executive Officer 2	10.64	176.21
31	Executive Officer 2 Contract	37.13	492.04
32	Executive Officer 3 Contract	28.95	248.85
33	Technical Officer 4	9.33	277.57
34	Technical Officer 5	7.90	101.22
35	Technical Officer 6	9.07	132.78
36	Positions Grouped		
37	Administrative Officer 1, Apprentice, Chief Justice, Chief Magistrate, Coroner, Deputy Chief Magistrate, Director Public Prosecutions, Executive Officer 3, Executive Contract Officer 4, Executive Contract Officer 6, Head Lecturer Prison Education 3, Superintendent, Indigenous	35.36	488.07
38	Total	2,385.69	54,707.19

(b) What is the financial value of that leave?

As at 31 March 2012 the financial value of accrued long service leave is \$17,797,979.69 and accrued recreation leave is \$16,807,496.51.

(c) What is the highest individual amount of accrued leave at each position level?

As at 31 March 2012 the highest individual amount of accrued leave for each level is:

Designation	Highest Individual Amount Accrued (Months) Long Service Leave	Highest Individual Amount Accrued (Days) Recreation Leave
Administrative Officer 2	7.40	49.50
Administrative Officer 3	7.02	80.42
Administrative Officer 3 Rostered	2.87	62.96
Administrative Officer 4	11.12	134.71
Administrative Officer 4 Rostered	2.37	106.47
Administrative Officer 5	8.45	153.92
Administrative Officer 5 Rostered	4.15	78.64
Administrative Officer 6	7.30	88.20
Administrative Officer 7	9.00	139.05
Senior Administrative Officer 1	8.60	94.86
Senior Administrative Officer 2	5.13	86.59
Deputy Chief Magistrate	4.65	41.50
Judge	6.22	0.00
Magistrates	4.50	76.96
Professional 1	0.92	9.71
Professional 2	3.42	119.96
Professional 3	9.35	85.57
Senior Professional Officer 1	5.10	112.00
Senior Professional Officer 2	4.47	135.50
Lecturer Prison Education	2.75	61.83
Chief Industries Officer	8.73	162.11
Chief Prison Officer	10.36	165.40
Deputy Superintendent	8.40	135.95
Prison Officer First Class	8.86	143.73
Prison Officer In Training	2.62	37.16
Prison Officer Rostered	6.86	151.71
Senior Industries Officer	5.66	114.08
Senior Prison Officer	6.53	149.95
Executive Officer 1 Contract	13.82	61.53
Executive Officer 2	3.17	58.54
Executive Officer 2 Contract	6.00	86.37
Executive Officer 3	1.02	27.63
Executive Officer 3 Contract	7.41	55.60
Technical Officer 4	2.80	60.50
Technical Officer 5	6.32	62.59
Technical Officer 6	3.77	49.00
Positions Grouped		
Administrative Officer 1, NTPS Apprentice AQ3SA, Chief Justice, Chief Magistrate, Coroner, Director Public Prosecutions, Executive Officer 3, Executive Contract Officer 4, Executive Contract Officer 6, Head Lecturer Prison Education 3, Master Of The Supreme Court, Solicitor General, Indigenous Cadet Support	4.65	69.40

Note: Grouped positions have been averaged and the figure does not represent the actual accrual per designation.

(d) What is the current total of sick leave entitlement of employees in the department?

As at 31 March 2012 the total current sick leave entitlement of employees in DoJ is 14,822.99 weeks.

(e) How many days sick leave were taken between 1 July 2011 and 31 March 2012 at each employee level?

The number of sick leave days taken between 1 July 2012 and 31 March 2012 for each designation is:

Designation	No of Sick Leave Days Taken
Administrative Officer 2	210.58
Administrative Officer 3	740.38
Administrative Officer 3 Rostered	129.80
Administrative Officer 4	1000.58
Administrative Officer 4 Rostered	59.19
Administrative Officer 5	550.42
Administrative Officer 5 Rostered	18.95
Administrative Officer 6	682.94
Administrative Officer 7	482.02
Senior Administrative Officer 1	175.99
Senior Administrative Officer 2	414.42
Magistrate	77.44
Professional Officer 1	47.54
Professional Officer 2	136.36
Professional Officer 3	193.80
Senior Professional Officer 1	92.08
Senior Professional Officer 2	70.11
Head Lecturer Prison Education 3	16.05
Lecturer Prison	108.70
Chief Industries Officer	148.21
Chief Prison Officer	229.47
Deputy Superintendent	46.65
Prison Officer First Class	474.71
Prison Officer in Training	243.49
Prison Officer	1144.46
Senior Industries Officer	107.25
Senior Prison Officer	408.97
Executive Officer 1 Contract	178.19
Executive Officer 2	39.91
Executive Officer 2 Contract	50.86
Executive Officer 3 Contract	19.46
Technical 4	60.04
Technical 5	20.05
Technical 6	51.62
Grouped Positions	
Administrative Officer 2 96%, Master of the Supreme Court, Solicitor General, Executive Officer 4 - Contract, Executive Officer 6 - Contract, Apprentice, Superintendent	33.45
Total	8,464.14

25. In relation to Contract (ECO1 and above) staff as of 31 March 2012:

What is the total amount of accrued leave in the department, broken down by level, long service leave and recreation leave?

What is the financial value of that leave?

The total amount of leave (Long Service Leave and Recreation leave), and the financial value of that leave, in relation to Contract (ECO1 and above) staff as at 31 March 2012 is as outlined below. Where an individual employee could be identified, information has been grouped to preserve privacy.

Designation	Executive Officer Contract Accrued Long Service Leave (Months)	Executive Officer Contract Accrued Recreation Leave (Days)
Executive Officer 1 Contract	103.35	1,121.77
Executive Officer 2 Contract	37.13	492.04
Executive Officer 3 Contract	28.95	248.85
Executive Officer 4 Contract and Executive Officer 6 Contract	7.97	94.73
Total	177.40	1,957.39
Total Financial Value of Leave	\$ 2,873,639.67	\$ 1,464,683.27

What is the highest individual amount of accrued leave at each employee level?

As at 31 March 2012 the highest individual amount of accrued leave for each designation is:

Designation	Executive Officer Contract Highest Individual Amount Accrued (Months) LSL	Executive Officer Contract Highest Individual Rec Leave Amount Accrued (Days)
Executive Officer 1 Contract	13.82	61.53
Executive Officer 2 Contract	6.00	86.37
Executive Officer 3 Contract	7.41	55.60
Executive Officer 4 Contract and Executive Officer Contract 6	6.57	50.67

What is the current total of sick leave entitlement of employees in the department?

As at 31 March 2012 the current total sick leave entitlement of Executive Contract Officers in DoJ is 1,931.14 weeks.

How many days sick leave were taken between 01 July 2011 and 31 March 2012, at each employee level?

Between 1 July 2011 and 31 March 2012, the total number of sick leave days taken by Executive Contract Officers in DoJ was 252.79 days. Where an individual employee could be identified information has been grouped to preserve privacy.

Designation	No of Days Sick Leave Taken
Executive Officer 1 Contract	178.19
Executive Officer 2 Contract	50.86
Executive Officer 3 Contract	19.46
Executive Officer 4 Contract and Executive Officer 6 Contract	4.28
Total	252.79

- 26. In the period 01 July 2011 to 31 March 2012, how many employees have utilised section 52.8 Cash-out of Leave – (Recreation Leave), under the NTPS 2010-2013 Enterprise Agreement? Break down by level and amount of leave**

In the period 1 July 2011 to 31 March 2012, 39 employees have utilised section 52.8 Cash-out of Leave (Recreation Leave).

Designation	Number of Employees	Amount \$
Administrative Officer 3	2	18,154.92
Administrative Officer 4	7	18,771.53
Administrative Officer 4 rostered shift	1	2,169.39
Administrative Officer 5	6	34,626.43
Administrative Officer 6	7	33,139.35
Administrative Officer 7	5	20,268.30
Senior Administrative Officer 1	3	9,273.35
Senior Administrative Officer 2	2	8,541.46
Chief Industries Officer	8	9,200.98
Chief Prison Officer	10	23,253.17
Deputy Superintendent	3	1,227.69
Professional 2	1	1,535.23
Professional 3	1	3,347.81
Senior Professional 1	2	7,066.89
Technical 6	2	17,602.62
Total	60	208,179.12

- 27. In the period 01 July 2011 to 31 March 2012, how many employees have utilised section 55.3 (b) Long Service Leave cash out of 10 years, under the NTPS 2010-2013 Enterprise Agreement? Break down by level and amount of leave**

In the period 1 July 2011 to 31 March 2012, no DoJ employees have utilised section 55.3 (b) Long Service Leave cash out of 10 years, under the NTPS 2010-2013 Enterprise Agreement.

- 28. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 52.7 Excess Leave of the NTPS 2010-2013 Enterprise Agreement to take leave? Break down by level and the amount of leave taken**

During the period 1 July 2011 to 31 March 2012, the CEO has not directed any employee under section 52.7 of the NTPS 2010-2013 Enterprise Agreement or under the Prison Officers (NTPS) 2008-2011 Union Collective Agreement to take excess annual leave.

- 29. During the period 01 July 2011 to 31 March 2012, did the CEO direct any employee under section 55.3 (a) Long Service Leave to take leave? Break down by level and the amount of leave**

During the period 1 July 2011 to 31 March 2012, the CEO has not directed any employee under section 55.3 of the NTPS 2010-2013 Enterprise Agreement or under the Prison Officers (NTPS) 2008-2011 Union Collective Agreement to take excess long service leave.

- 30. At Pay day 20, 28 March 2012, how many workers were on workers compensation? At what level and is there an expected return date?**

As at pay day 20, 28 March 2012, DoJ had 36 workers on workers compensation. DoJ is unable to provide expected return dates for each employee, however, a breakdown of employees by level, including the number of employees expected to return to work.

Designation	Number of Staff	Expected to Return
Administrative Officer 2	2	2
Administrative Officer 3	2	0
Administrative Officer 3 Rostered	4	3
Administrative Officer 4	2	1
Administrative Officer 4 Rostered	1	0
Administrative Officer 5	5	2
Administrative Officer 5 Rostered	1	1
Administrative Officer 7	2	2
Prison Officer First Class	3	2
Prison Officer in Training	3	3
Prison Officer	7	5
Senior Industries Officer	2	0
Technical 3	1	1
Ex Employees	1	0
Total	36	22

31. From 01 July 2011 to 31 March 2012, how many people received workers compensation, at what position level and geographic location and how long for each person?

From 1 July 2011 to 31 March 2012, 59 people received workers compensation. Information on levels and geographic location are outlined in the table following. Details have not been provided as this may breach privacy.

No of Employees who received Workers Compensation from 1 July 2011 to 31 March 2012	
Designation	No of Employees
Administrative Officer 1	1
Administrative Officer 2	3
Administrative Officer 3	7
Administrative Officer 3 rostered shift	4
Administrative Officer 4	4
Administrative Officer 4 rostered shift	1
Administrative Officer 5	6
Administrative Officer 5 rostered shift	1
Administrative Officer 7	2
Executive Officer 1 Contract	1
Prison Officer First Class	4
Prison Office In Training rostered shift	3
Prison Officer	11
Professional Officer 3	2
Senior Industries Officer	5
Technical 3	1
Technical 4	1
Ex Employees	2
Total	59

Workers Compensation by Geographic Location		
Darwin	Alice Springs	Total
46	13	59

In the interests of transparency, information has been provided on the number in receipt of workers compensation for less than 12 months and greater than 12 months.

Number of Employees on Workers Compensation for less than 12 months	Number of Employees on Workers Compensation for more	Total
54	5	59

32. At Pay day 20, 28 March 2012, how many workers were on sick leave or extended leave (excluding recreation leave), longer than 3 weeks, at what level, and for what reason?

As at 31 March 2012 there were 62 people who were on sick or extended leave (excluding recreation leave) for longer than three weeks.

Designation	Sick	Compo	LSL	Miscellaneous		Total Staff
				Paid	Unpaid	
Administrative Officer 2	-	-	-	-	2	2
Administrative Officer 3	-	-	-	-	4	4
Administrative Officer 3 Rostered	-	-	-	-	1	1
Administrative officer 4	-	-	1	-	12	13
Administrative Officer 4 Rostered	-	-	-	-	1	1
Administrative officer 5	-	-	-	-	2	2
Administrative Officer 6	-	-	-	-	5	5
Administrative Officer 7	-	-	1	-	1	2
Chief Industries Officer	-	-	2	-	-	2
Senior Administrative Officer 2	1	-	1	-	-	2
Professional Officer 1	-	-	-	-	1	1
Professional Officer 2	-	-	-	-	2	2
Professional Officer 3	-	-	1	-	2	3
Senior Professional Officer 1	-	-	-	-	3	3
Senior Professional Officer 2	-	-	-	-	2	2
Chief Prison Officer	-	-	1	-	-	1
Prison Officer First Class	-	-	1	1	1	3
Prison Officer	-	1	-	-	5	6
Senior Prison Officer	-	-	1	-	2	3
Executive Officer 1 Contract	-	-	-	-	1	1
Executive Officer 2 Contract	-	-	2	-	-	2
Executive Officer 3 Contract	-	-	1	-	-	1
Total	1	1	12	1	47	62

Note: Report can only be answered at point in time, i.e. who was on extended leave on 31 March 2012 excluding leave that has not been processed in MyHR. Miscellaneous leave includes (but is not limited to) Maternity, Leave Without Pay, Sick Leave Without Pay, Secondment, Study Leave and extended absences consisting of multiple leave types.

33. At Pay day 20, 28 March 2012, were there any NTPS public servants who were employed in the 80's and eligible for return flight to Adelaide every 2 years? How many and at what level?

As at 28 March 2012 DoJ has 83 employees who were employed in the 80's and who are still eligible for a return flight to Adelaide every 2 years.

Designation	Employees Eligible for Airfares
Administrative Officer 2	1
Administrative Officer 3	1
Administrative Officer 4	10
Administrative Officer 5	7
Administrative Officer 5 Rostered	1
Administrative Officer 6	8
Administrative Officer 7	4
Senior Administrative Officer 1	6
Senior Administrative Officer 2	6
Senior Professional Officer 1	1
Chief Industries Officer	6
Chief Prison Officer	10
Deputy Superintendent	3
Professional Officer 3	3
Prison Officer First Class	8
Prison Officer	2
Senior Industries Officer	1
Senior Prison Officer	4
Technical 5	1
Total for Department of Justice	83

34. How many complaints have been made in the Department in relation to workplace bullying and harassment?

In the period from 1 July 2011 to 31 March 2012, two complaints have been made to DoJ in relation to workplace bullying and harassment.

In relation to each output group within the Department

35. From 01 July 2011 to 31 March 2012, how much has been spent on relocation cost for commencement of employment and either completion or termination of employment (removalists, airfares, accommodation and allowances) in the Department.

DoJ has spent \$0.129M on relocation cost for commencement and either completion or termination of employment as follows:

Output Group	1 July 2011 to 31 March 2012 \$'000
Solicitor for the NT	18
Court Support and Independent Offices	38
Correctional Services	60
Policy Coordination	9
Licensing, Regulation and Alcohol Strategy	3
Youth Justice Unit	1
WorkSafe	0
DoJ Sub Total	129
Corporate Management	0
Department of Justice Total	129

36. Please provide a breakdown per business unit.

Output	1 July 2011 to 31 March 2012 \$'000
Solicitor for the NT	18
Higher Courts	0
Lower Courts and Tribunals	9
Fines Recovery Unit	0
Consumer Affairs	0
Anti-Discrimination Commission	0
Children's Commissioner	5
Information Commissioner and Public Interest Disclosure	0
Public Trustee	0
Registrar General	0
Health & Community Services Complaints Commission	5
Environment Protection Authority	0
Office of the Director of Public Prosecutions	19
Custodial Services	32
Juvenile Detention	0
Community Corrections	28
Legal Policy	0
Research & Statistics	0
Community Justice Policy	9
Community Benefit Fund	0
Licensing, Regulation & Alcohol Strategy	3
Licensing Regulation Grants	0
Youth Justice Unit	1
NT WorkSafe	0
Department of Justice Total	129

37. How much is budgeted for relocation and other appointment and termination expenses in 2011/12?

The budget for relocation and other appointment and termination expenses in 2011-12 is \$125,000.

38. How much was spent on travel from 01 July 2011 to 31 March 2012, broken down by intrastate, interstate and international fares, accommodation and other expenses?

Travel expenditure from 01 July 2011 to 31 March 2012 was:

Official Travel	
Category	2011-12 as at 31 March 2012 \$'000
Intra Territory Fares	866
Intra Territory Accommodation	497
Intra Territory TA	582
Interstate Fares	368
Interstate Accommodation	106
Interstate TA	73
Medical Fares	0
Air, Bus and Boat Charter	188
Allow for Use of Employee's MV	0
Department of Justice Total	2,680

Other Travel	
Category	2011-12 as at 31 March 2012 \$'000
Advisory Boards	26
Prisoner Repatriation/Client Travel	188
Recruitment	6
Relocation Fares	5
Relocation Allowances	43
Training	321
Witness Travel	237
Department of Justice Total	826

Overseas Travel	
Category	2011-12 as at 31 March 2012 \$'000
Overseas TA	6
Overseas Fares	11
Overseas Accommodation	7
Training	0
Department of Justice Total	24

39. How much was spent on vehicles by the Department from 01 July 2011 to 31 March 2012?

For the period 1 July 2011 to 31 March 2012 DoJ spent \$3,284,999.80 on vehicle costs.

40. How many vehicles does the Department have responsibility for?

At 31 March 2012, DoJ had responsibility for 302 vehicles including trailers.

41. What is the change, if any, in these vehicle numbers from the previous year?

There has been an increase of twenty one vehicles from 281 to 302.

42. What proportion of those vehicles meet the emission standard of 5.5 out of 10 under the Commonwealth Government's Green Vehicle Guide?

Of the 302 vehicles, 153 vehicles are required to meet the emission standard of 5.5 out of 10 under the Commonwealth Government's Green Vehicle Guide. Of the 153 vehicles required to meet the standard, 146 vehicles, which is 95%, meet the standard.

43. How many vehicles are home garaged?

One hundred and forty seven (147) vehicles.

44. What position levels have vehicles attached or are allowed to home garage?

Position	Number of vehicles home garaged
Judicial Officers (CSIO)	21
ECO1 to ECO6 Executive Contract Officers	84
Senior Administrative Officer 2 (SAO2)	10
T3 – T5 and AO6 Workplace Safety Officers (NTWS)	18
AO3 – AO5 Probation Parole Officers (NTCS)	5
T4 – T6 ASCC Security Systems Manager/Technician (NTCS)	1
AO3 Court Bailiff, Courts (CSIO)	1
AO6-A07 Licensing Inspectors (LRAS)	7
Total	147

45. How many credit cards have been issued to department staff?

One hundred and forty-two (142) DoJ staff were issued with a corporate credit card as at 31 March 2012.

46. How many repayment transactions (and the value) for personal items and services are outstanding?

There are no outstanding transactions.

47. How many reports of the improper use of Information Technology have been made?

No reports of improper use of Information Technology have been made.

48. How many reports resulted in formal disciplinary action?

No formal disciplinary action has been taken as no reports of improper use of Information Technology have been made.

49. How many staff are considered ‘Essential’ in your Agency, for the purposes of an Emergency eg- Cyclone

In line with DoJ’s internal emergency or cyclone guidelines, staff may be assigned with specific responsibilities at different stages. Dependent on the size and nature of an emergency event, additional staff may also be assigned with specific duties to assist in whole of government or internal coordination activities.

Marketing:**50. From 01 July 2011 to 31 March 2012, how much was spent by the Department on advertising and marketing programs?**

This has been interpreted to mean marketing campaigns. Marketing campaigns may comprise strategy development, advertising, printed materials, direct mail-outs, dedicated websites, and materials prepared for exhibitions or conferences.

From 1 July 2011 to 31 March 2012, a total of \$1,021,086 was spent on marketing campaigns during the year.

51. What was each of those programs and what was the cost of each of those programs?

Division	Campaign	\$
Licensing, Regulation & Alcohol Strategy	Enough is Enough Alcohol Reforms	681,255
Worksafe	Territory Day Fireworks Safety	18,277
Licensing, Regulation & Alcohol Strategy	Grog Running	58,094
Worksafe	Homecomings	177,742
Worksafe	New Work Health and Safety laws	1,350
Office of the Children's Commission	Expanded powers of the Commissioner	4,231
Corporate Management	Show circuit	38,200
Anti-Discrimination Commission/Community Visitor Program	Talking posters to raise awareness of rights and promote role	16,587
Correctional Services	Parole Board Website	12,350
Correctional Services	Indigenous Family Violence Program	13,000
Total		1,021,086

Insurance:**52. From 01 July 2011 to 31 March 2012, how much was spent on insurance expenses; further broken down by worker and employee insurances, physical plant and equipment insurances and other insurances?**

From 01 July 2011 to 31 March 2012 DoJ spent \$258 on travel insurance.

Category	1 July 2011 to 31 March 2012 \$
Worker and employee	0
Physical plant and equipment	0
Other (travel)	258
Department of Justice Total	258

53. What areas of the department are self-insured? What areas are commercially insured? If there are areas that are commercially insured, who provides this insurance, when is it due for renewal and what is the cost of this insurance provision and does it attract any thresholds under which insurance is not provided or any payments on item replacement?

The Northern Territory Government applies a self insurance policy for its general government sector insurable risks. The self insurance policy covers property and assets, workers compensation, public liability and professional indemnity related liabilities.

With the Treasurer's approval, DoJ may procure commercial insurance cover where a net benefit can be demonstrated.

The Territory does not purchase reinsurance cover for natural disasters or other insurable risks under the self insurance policy. Instead, the Territory makes provision in the Budget for disaster related events, complemented by the Natural Disaster Recovery and Relief Arrangements (NDRRA) with the Commonwealth to provide assistance for natural disaster events that are outside of the Territory's control and where commercial insurance is not readily available or affordable.

The Territory is currently reviewing its natural disaster insurance arrangements, following changes to the NDRRA announced by the Commonwealth in March 2011.

Any whole of government insurance policy related questions should be referred to the Treasurer.

54. What provision has been made for disaster or major catastrophe insurance?

A Treasurer's Advance is available to DoJ in the event disaster costs exceed budget during the year.

The Territory does not purchase reinsurance cover for natural disasters or other insurable risks under the self insurance policy. Instead, the Territory makes provision in the Budget for disaster related events, complemented by the Natural Disaster Recovery and Relief Arrangements (NDRRA) with the Commonwealth to provide assistance for natural disaster events that are outside of the Territory's control and where commercial insurance is not readily available or affordable.

Any whole of government insurance policy related questions should be referred to the Treasurer.

Climate Change:

- 55. From 01 July 2011 to 31 March 2012, how many tonnes of CO₂ did the department emit?**

In the financial year 2010-11 DoJ emitted 11,131 tonnes from its buildings and facilities.

- 56. From 01 July 2011 to 31 March 2012, what programs and strategies were introduced to reduce CO₂ emissions across the department?**

DoJ has developed an Environmental Management System for the Department and the implementation phase began in 2011-12. DoJ is utilising a web-based reporting system ("CarbonView") to monitor the department's carbon emissions. Currently six months of data has been loaded to view and analyse usage patterns.

DoJ is currently trialling energy efficient LED lighting and SterilAire in one of the air-conditioning air handling units, at the Supreme Court Darwin.

DoJ intends to reduce greenhouse gas emissions from NT operated vehicles by 20% over five years. DoJ has increased the number of hybrid vehicles within its fleet from ten to fourteen and encourages public transport and car pooling to reduce emissions associated with transport to and from DoJ facilities.

- 57. Has a target for departmental CO₂ emissions been set for the coming financial year? If yes, what % reduction is that from the previous year? If no, why has a target not been set?**

No. The NTG does not set targets in relation to CO₂ emissions from buildings. Instead, the NTG sets energy intensity (Gigajoules per square metre) reduction targets. The 2009 NTG Climate Change Policy sets a reduction target of 33% in building energy intensity by 2020 from the 2004-05 base year.

Utilities:

- 58. From 01 July 2011 to 31 March 2012, what was the cost of power and water to the department?**

The cost of power and water from 01 July 2011 to 31 March 2012 was \$2.198M.

- 59. What is the projected cost for power and water to the department for the 2012-2013 financial year?**

The projected cost for power and water for the 2012-13 financial year is \$3.33M.

Public Events:

- 60. From 01 July 2011 to 31 March 2012, list the public events/conferences/forums that were sponsored by the department. What are projected for the 2012-2013 financial year?**

DoJ sponsored eight public events/conferences/forums from 01 July 2011 to 31 March 2012 and anticipates sponsoring five events in 2012-13 as detailed below.

1 July 2011 to 31 March 2012
Australian Hotels Association – Ministers Awards for Excellence
ALERT Conference
Real Estate Institute Awards
The Human Rights Art Award and Exhibition
Law Society NT – Golden Gavel Award
International Human Rights Day
International Day of People with a Disability
Charles Darwin University – Practical Advocacy Prize (ODPP)
Projected for 2012-13
Charles Darwin University – Practical Advocacy Prize (ODPP)
International Women’s Day
International Day of People with a Disability
Law Society NT – Golden Gavel Award
The Human Rights Art Award and Exhibition

- 61. What is the level of sponsorship provided in terms of financial support or in kind support?**

From 01 July 2011 to 31 March 2012 DoJ provided financial or in-kind support to a value of \$27,840.

Advertising:

- 62. What is the department’s budget for advertising for the 2011-2012 financial year?**

This has been interpreted to mean marketing and promotional advertising and excludes recruitment advertising and other general, mandated advertising (i.e. gazettals etc).

The DoJ budget for marketing and promotional advertising was \$804,000. This includes advertising design and placement.

63. How much is year to date expenditure? Please breakdown into newspaper, radio and TV?

Expenditure from 1 July 2011 to 31 March 2012 was \$778,441.

Description	Placement
Print advertising	\$161,085
Radio advertising	\$252,343
Television advertising	\$357,174
Online	\$1,363
Outdoor (banners and signs)	\$6,476
Total	\$778,441

64. What advertising campaigns have been undertaken or will be undertaken by the department in 2011-2012 financial year?

The following advertising campaigns have been undertaken or will be undertaken by DoJ in 2011-12:

- Enough is Enough campaign– Phases II and III
- Grog Running campaign
- Community Benefit Fund grants advertising
- Homecomings campaign
- Territory Day Fireworks Safety campaign
- Office of the Children’s Commissioner – expanded powers
- New Work Health and Safety legislation
- Community Visitor Program talking posters
- Other general advertising for legislation changes and general liquor restrictions notifications and signage

65. From 01 July 2011 to 31 March 2012, how many consultancies were let in the year, at what cost, how many were NT firms and how many interstate and what was the value of those intra-territory and those interstate?

‘Consultancies’ has been interpreted to mean marketing and communication consultancies.

From 1 July 2011 to 31 March 2012, DoJ had let eight marketing and promotion consultancies at a cost of \$41,258. All were NT firms.